

BILL NO. 2-94-09-23

GENERAL ORDINANCE NO. G- 20-94

AN ORDINANCE ADDING  
POLICY 6.17A TO THE  
CITY'S POLICY AND  
PROCEDURE MANUAL

WHEREAS, the city desires to create a new Honorarium policy for it's employees. Policy and Procedure Manual is amended to add definition for new policy 6.17a.

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The City's Policy and Procedure is hereby amended to add the new policy 6.17a as follows:

"A. GENERAL:

Honorarium is a sum of money granted voluntarily to a person for services rendered. The services provided are often speaking engagements.

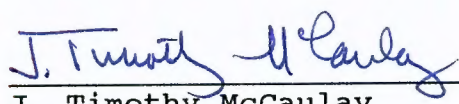
B. GENERAL RULES:

1. Employees who receive honorarium for services provided during their regular work hours must:
  - a. Use vacation or personal time for the time spent away from work, or
  - b. If vacation or personal time is not available, the time spent away from work will be unpaid, or
  - c. If the employee chooses to be paid their regular wages, the entire honorarium must be receipted into a revenue account within the employee's department."

SECTION 2. That this Ordinance shall remain in full force and effect from and after its passage and any and all necessary approval by the Mayor and shall apply to all agreements entered into after its effective date.

  
Council Member

APPROVED AS TO FORM  
AND LEGALITY

  
J. Timothy McCaulay  
Corporation Counsel



Read the first time in full and on motion by Virgato, seconded by \_\_\_\_\_, and duly adopted, read the second time by title and referred to the Committee on Legislation (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATED: 9-27-94 Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Ravine, seconded by \_\_\_\_\_, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>6</u>			<u>3</u>
BRADBURY	<u>✓</u>			
EDMONDS				<u>✓</u>
GIAQUINTA				<u>✓</u>
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY				<u>✓</u>
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 10-11-94 Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK  
Nadyla E. Galloff, Deputy Clerk

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. 9-20-94 on the 11th day of October, 1994

ATTEST: (SEAL)  
Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK  
Nadyla E. Galloff, Deputy Clerk  
Thomas P. Henry  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 12th day of October, 1994, at the hour of 11:30 o'clock A. M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK  
Nadyla E. Galloff, Deputy Clerk

Approved and signed by me this 14th day of October, 1994, at the hour of 5:00 o'clock P. M., E.S.T.  
Paul Helmke  
PAUL HELMKE, MAYOR

SUBJECT: HONORARIUMS

NUMBER: 6.17a PAGE: 1 of 1

EFFECTIVE DATE: SEPTEMBER 16, 1994

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A. GENERAL

Honorarium is a sum of money granted voluntarily to a person for services rendered. The services provided are often speaking engagements.

B. GENERAL RULES

1. Employees who receive honorarium for services provided during their regular work hours must:
  - a. Use vacation or personal time for the time spent away from work, or
  - b. If vacation or personal time is not available, the time spent away from work will be unpaid, or
  - c. If the employee chooses to be paid their regular wages, the entire honorarium must be receipted into a revenue account within the employee's department.





# The City of Fort Wayne

Paul Helmke, Mayor

24-Hour Job Line (219) 427-1186  
Benefits Administration (219) 427-1198  
EEO/Affirmative Action (219) 427-1180  
Labor Relations (219) 427-1180  
Payroll (219) 427-1292  
Personnel (219) 427-1180  
TDD (219) 427-1180  
FAX (219) 427-1393

Department of Human Resources  
Room 380

## M E M O R A N D U M

To: Members of the City of Ft. Wayne Common Council

From: Nelson Peters, Director of Human Resources

Subject: Honorarium Policy

Date: August 31, 1994

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The enclosed ordinance represents the request for a new policy for the employees of the City of Ft. Wayne. This Honorarium policy is tied into the city's Conflict of Interest policy and prohibits employees from accepting gifts or money for speaking engagements while on city time.

I would appreciate your favorable consideration of this ordinance. Should you have any questions regarding this policy, please feel free to call.

Enclosure

9-94-04-23

Admn Appr \_\_\_\_\_

**DIGEST SHEET**

**TITLE OF ORDINANCE:** New policy for the employees of the City of Fort Wayne. Policy prohibits employees from accepting gifts or money for speaking engagements while on city time.

**DEPARTMENT REQUESTING ORDINANCE:** Human Resources Department(8-31-94)

**SYNOPSIS OF ORDINANCE:** To prohibit employees from accepting gifts or money for speaking engagements while on city time.

**EFFECT OF PASSAGE:** Strengthens city's Conflict of Interest Policy.

**EFFECT OF NON-PASSAGE:** No Honorarium Policy.

**MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS):**

**ASSIGNED TO COMMITTEE (PRESIDENT):** \_\_\_\_\_

BILL NO. G-94-09-23

REPORT OF THE COMMITTEE ON  
REGULATIONS  
REBECCA J. RAVINE - MARK E. GIAQUINTA - CO-CHAIR  
DONALD J. SCHMIDT  
JANET G. BRADURY

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) adding policy 6.17A to the  
City's Policy and Procedure Manual

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~RESOLUTION~~)

<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>	<u>NO REC</u>
<u>Rebecca J. Ravine</u>			
<u>Donald J. Schmidt</u>			
<u>Janet G. Bradbury</u>			

DATED: 10-11-94.

Sandra E. Kennedy  
City Clerk